

Washington Hancock Community Agency
 Meeting of the Board of Directors, January 31, 2017

Called to Order: 5:16 pm		
I.	Roll call and introductions	Quorum established
II.	Approval of Board Meeting Minutes from November 29, 2016 Discussion: Action: Becky made the motion to accept the minutes, Brent seconded. Motion passed.	
III.	Items for Board Action	
	<ol style="list-style-type: none"> 1. To re-nominate Betsy Fitzgerald for a three-year term Discussion: Action: Martha made the motion to reappoint Betsy Fitzgerald for a three-year term, Becky seconded. Motion passed. 2. To reappoint Ron King to a second three-year term Discussion: Action: Ruth made the motion to reappoint Ron King to a second three-year term subject to his acceptance, Bunny seconded. Motion passed. 3. To approve the Strategic Alliance Joint Committee Charter Discussion: Written by the consultants to provide the roadmap for the committee to follow. Action: Becky made the motion to approve the Charter, Vanessa seconded. Motion passed. 4. To approve a final lease and MOU with Mano en Mano for the proposed new building at 2 Maple Street Discussion: After reviewing it there will be some typographical corrections. The original agreement was that Mano en Mano will pay \$25K up front in order to reduce monthly rent. When Ian, the Mano en Mano ED looked further he discovered funding source restrictions on an up-front payment and instead will make monthly rental payments for 18 months to pay the \$25K. If the building is not constructed, we will need to return the \$25K to Mano en Mano. Originally it was discussed to have a 10-year term but Mano en Mano stated they were paying \$25K because they thought they had a 20-year term. The concession was that at 10 years we can terminate the lease for any reason, and there are other points between 10 and 20 years that we can do so, but would have to pro-rate a return of the \$25K. An 18-month payment term will not affect anything because we will have the full amount by the time the building is complete. Action: Becky made the motion to accept the lease, Martha seconded. Motion passed. 5. To approve a revised confidentiality policy for WHCA Discussion: We have always had a confidentiality policy but had not always made sure volunteers and board members have signed. We will have everyone sign it, perhaps annually. This covers client information. If passed Mark will bring copies to the next meeting for members to sign. This is essentially the same as we had prior, but better written. Some funders are now requiring annual signatures on certain policies. Action: Becky made the motion to accept the policy as amended, Vanessa seconded. Motion passed. 	
IV.	Reports	
	<ol style="list-style-type: none"> 1. Nurse Bridging Program – Ashlei Guptill – Ashlei presented on the program, which works with high-risk babies and their families. This is a safety net to help families get through this difficult period, and assists them to process and practice the information they are receiving. This leads to decreased hospital stay times and allows families to spend more time with their babies. Ashlei does prenatal home 	

- visits, transitions through hospital stay and back home to assess the mother for any postpartum issues, as well as assessment of the baby. The program leads to better outcomes for the families. The age bracket the program serves is prenatal to three. The length of time spent with a family is dependent upon the case. Referrals have to go through Public Health Nursing central intake and they decide, self-referrals are accepted, or referrals through another agency. Biggest referrals are Eastern Maine and Maine Families. Diane Bradstreet is the back up for Ashlei in the program.
2. CSBG Report – Bobbi Ann Harris – Our new contract requires an organizational risk assessment of the NPIs (standards/outcomes) to the Board. We are lacking on the customer service survey. Housing and Transportation do these, but we should be discussing these at Management meetings and bringing them to the Board. We need to have a review of the by-laws by our attorney every two years. The Board must also be kept up to date on the progress of our goals from the strategic plan, which will be presented annually by Mark. We need to have a certified ROMA trainer. There are currently only two in the state. It can take up to a year and cost up to \$5,000. Bobbi also presented the quarterly CSBG report showing our progress on the NPIs. This must be presented at each quarter's reporting. Bunny asked why there was nothing reported on 6.5. There are certain NPIs that we don't report out on because we don't have those services. The state compiles all of the reports from the CAP agencies, and then sends it to NASCAP to review as a demonstration of the need for the funding. The statewide CSBG group is looking into software that will track all clients in all programs for more detailed reporting and tracking.
 3. Development Committee – Barbara Clark – Mark has been sending the group advocacy information. Ruth took an online webinar that went quickly and has some notes that she will share with the Committee. We have received some nice donations. St. Dunstan's Church is a small church in Ellsworth that raised \$5600, half going to THAW and half to Friendship Cottage. Meetings are the third Tuesday at 2:30.
 4. President's Report – Betsy Fitzgerald – Betsy prefaced Mark's report on HHG. The building in Cutler is owned Washington County Development Authority, and Betsy is part of that group.
 5. Executive Directors Report - Mark Green – HHG is a program we have had for over five years and was funded partly by a JARC grant. The grant ran out four years ago, and since then we have tried to make it work. We have done a good job with the loans and management of it, but Mark has concluded that we can't sell a \$3,000 car and have it last three years. We have lost around \$30K annually on the program. Mark feels that this money can better serve the agency elsewhere. The good news is there is a garage in Cutler that can be a small business for someone there. Mark was invited into the process for the TANF program looking at how to use excess funds to get good vehicles to TANF recipients. He has been able to convince them that \$10,000 is a better figure to spend on a vehicle to have it last for a long period. We have sold about 350 vehicles since the program's inception, but only 9 this year to clients who qualify for the program. Mark is looking to bring a specific proposal to an upcoming Board meeting to mothball the program.

There has been some conversation among staff to continue the loan program until the money runs out where we finance it, but it is purchased elsewhere. The plan may include holding onto our used car license for another year so that we can see what happens with the legislation for the TANF dollars. Part of the proposed legislation would have CAP agencies run the program. This is a high risk loan program. No lay-offs are anticipated with this restructure.

6. Finance Directors Report – Kevin Bean – As of the end of the 1st quarter our cash took a huge spike up due to some contract payments, grants, and donations at the end of the calendar year. ARs went down almost \$150K, mostly due to a payment from LogistiCare. ARs are under \$900K, which is typical for our agency. For the most part it is a timing issue. We do see about \$250K in ARs that are due from MaineHousing, but we are sitting on some cash from them so it balances out. Still experiencing higher than expected rides. We had two good months for HHG, but they still show a \$5,000 deficit; Friendship Cottage is showing a \$9,000 deficit. Part of the deficit for FC is the allocation of Anne’s time, which will be charged to CSBG and will reduce the deficit some over time. Billable hours are down, with 11 participants currently attending. We do expect an increase in rates from the VA. The Indirect Cost Rate is helping with the surplus, as the rate was originally figured at 15.2%, and was 11.2% this past month. We no longer have a rate so Kevin figures it monthly. If we merge with CFO we will have a rate once again. The agency as a whole is seeing revenues 4% under budget and expenses 5% under budget. This is partly due to a slow down in Housing activities. The home replacement program has only seen one drawdown so we are sitting on \$80K from that.

7. Written Reports

a. Development and Community Services Grant Report

V. Business meeting adjourned at 6:51 pm		Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing Services Director		